



**DEBRA BOWEN** | SECRETARY OF STATE | STATE OF CALIFORNIA  
1500 11th Street, 6th Floor | Sacramento, CA 95814 | Tel (916) 653-7244 | Fax (916) 653-4620 | [www.sos.ca.gov](http://www.sos.ca.gov)

May 9, 2008

Kevin Runbeck  
Runbeck Election Services  
2404 W 14<sup>th</sup> Street STE 110  
Tempe AZ 85281-6920

Dear Mr. Runbeck:

I have received your request for approval of Runbeck Election Services' Sentio Ballot Printing System (Sentio). After a thorough review of the documentation submitted by Runbeck Election Services to our office and demonstrations of the ballot on demand system, you are hereby approved to implement Sentio in California counties, provided that the restrictions below are satisfied.

- (1) Pending further review by the Office of Voting Systems Technology Assessment, the Sentio network may not be connected at any time to the Internet or to any network that includes a California jurisdiction's voter registration system, whether to retrieve files created by the county voter registration system or otherwise. Any transfer of data from a California jurisdiction's voter registration system to Sentio must be by manual entry or by portable electronic media. No data may be transferred from the Sentio to a California jurisdiction's voter registration system other than by manual entry.
- (2) The Sentio Audit System must be installed on every Sentio used in California.
- (3) The Microsoft Windows operating system on Sentio must be configured with two separate logins. The first shall be a Windows Administrator login with a unique password that grants the Administrator full control over Windows. The second shall be a Windows user login that only permits an Operator to run Sentio software but not to make any modifications to Windows or to use any other application. It is permissible to use a single Windows password with the Operator login for all non-administrator Operators.
- (4) Each Supervisor and Operator shall create his or her own unique Sentio password without divulging the password to the Administrator. (NOTE: This process should be similar to the process a new bank account holder uses to create a personal identification number (PIN) for a bankcard.)

- (5) Runbeck must encrypt ballot PDF files before transfer to a California jurisdiction. Delivery of encrypted ballot PDF files may be by FTP or by physical delivery of a portable media storage device containing the encrypted files.
- (6) Each California jurisdiction using Sentio must provide a list showing every Administrator, Supervisor and Operator authorized to use Sentio to the Secretary of State (SOS) prior to its use. Upon the departure of an employee, the Administrator is required to delete that user's login profile. Whenever a user is deleted or added to the authorized user list, the county must provide the updated list to the SOS within seven (7) days.
- (7) Each California jurisdiction using Sentio must affix serialized tamper evident seals to the two doors that provide access to the Sentio computer in a manner that would reveal unauthorized access. A log for the security seals must be created and maintained to monitor access to the computer. The log must include: the user's name, date, serial number of destroyed seal, and serial number of newly-affixed seal.
- (8) At or before the time of pre-election Logic and Accuracy testing for the June 3, 2008, Statewide Direct Primary Election, any California jurisdiction wishing to use Sentio for that election must print no less than one test ballot for each ballot style and run each test ballot through each type of optical scan device that is going to be used for tabulation on Election Day.
- (9) In order to use Sentio in California elections after June 3, 2008, Runbeck must submit ballots printed by Sentio for testing to the manufacturer of each voting system for which use of Sentio ballots is proposed. For each voting system whose manufacturer states in writing to the SOS that Sentio-printed ballots meet the manufacturer's specifications, California jurisdictions will not be required to conduct the testing described in number eight (8) above.
- (10) Pursuant to Title 2, California Code of Regulations §20254 and Elections Code §13006, if Runbeck Election Services supplies ballot card stock for Sentio to California jurisdictions, Runbeck is required to take a physical inventory of all ballot paper/card stock in your warehouse four times a year. This inventory is required to occur on January 15, April 15, July 15 and October 15. Within 7 days of the inventory, you are required to submit a report to the Secretary of State.

Each California jurisdiction that wishes to use Sentio must complete the process to become a certified ballot manufacturer with the SOS. Information and an application can be obtained on the SOS website at [www.sos.ca.gov/elections/ballots.htm](http://www.sos.ca.gov/elections/ballots.htm). The California Code of Regulations, Title 2, Division 7 contains all of the regulations applicable to ballot card manufacturers.

Mr. Kevin Runbeck

May 9, 2008

Page 3

If you have any questions or comments regarding this decision, please feel free to contact me or any member of the Office of Voting Systems Technology Assessment at (916) 653-7244.

Sincerely,

A handwritten signature in blue ink, appearing to read "Lowell Finley", with a stylized flourish at the end.

Lowell Finley

Deputy Secretary of State

Voting Systems Technology & Policy

cc: Val Guyett, Director, Business Development